



HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

JOB TITLE: Program Facility Manager-Alternative to Jail Corrections
DEPARTMENT: Hualapai Health Department
CLASS: Covered
SALARY: \$48,600 – \$50,000 (Depending on Experience)
OPENING: February 4, 2014
CLOSING: February 21, 2014

POSITION SUMMARY:

This position is responsible for the development of a 24-hour management, maintenance, and security for a small facility for the treatment of clients with substance abuse problems placed there in lieu of incarceration. The facility is a component of the Substance Abuse Program of the Hualapai Behavioral Health Program. The Alternative Facility Manager will participate in the development of rules, regulations and policies and procedures for the alternative to jail facility. The Program Facility Manager will assign and direct the work of subordinates; day-to-day enforcement of the rules and regulations regarding house admissions, discharges, and monitoring resident behavior; assuring the purchase of necessary supplies, and monitoring expenditures. Also is involved with providing supportive casework services to professionals and liaison services to the community.

ESSENTIAL FUNCTIONS:

- Provides 24-hour management, maintenance, and security of a halfway house; monitors the activities of the residents to include enforcement of house rules and regulations with the authority to discharge residents.
- Provides supportive casework services to professionals by conducting initial screenings and evaluations upon admittance, completes progress notes and weekly reports.
- Provides leadership and support to group or individual discussions with residents about their treatment, sharing basic information concerning substance abuse and referral systems such as training, employment, housing, clothing, or financial issues.
- Assists residents in getting established in the home and community by acting as a referral source and agent with housing, churches, civic organizations, private industry, and recreational facilities.
- Monitor expenditures of the house, purchases supplies, maintain all records.
- Responsible for the direction and assignment of work schedules for facility and recommends disciplinary actions, conducts performance appraisals, and counsel employees as needed.
- Responsible for day-to-day operation of the facility concerning general maintenance of house and upkeep of grounds.
- Greets visitors and guests, and interprets goals and policies of the house.
- Enforces and follows set rules and regulations which govern operation of the house and residents.
- Follows standards set forth by the Indian Health Service and Tribal government.
- Provides basic substance abuse education and information to community groups which reflect upon the quality of services offered by the facility.
- Provides input to treatment team regarding observations and makes

- recommendations concerning resident's behavior, progress, and needs.
- Interacts with residents concerning addiction; sharing basic information and includes sources for referral.
- Influences resident's behavior, attitude and lifestyle through discussion groups with families, residents and treatment team.
- Provides after hour coverage as needed or assigned.
- Participates in speaking engagement and community contacts to solicit support for the house and inform the public of the substance abuse problem.
- Other duties as assigned.

EDUCATION, KNOWLEDGE AND EXPERIENCE:

- Minimum education and experience-experience as a certified counselor, graduated from college, high school and one year of experience at a Halfway house or equivalent.
- Preferred education and experience-a fully certified alcoholism/substance abuse counselor or have a licensure as a alcoholism/substance abuse counselor and at least three years' experience supervision in a substance abuse facility.
- Upon initial hire, the Alternative Substance Abuse Facility Manager, if recovering from alcoholism or drug dependency, must affirm in writing that his/her employment performance has not been impaired by alcoholism/substance abuse over the past 3 years.
- Preference given to applicant that currently holds a (LISAC) Licensed Independent Substance Abuse Counselor Arizona License. (www.bbhe.state.az.us).
- Must have extensive knowledge of counseling methods, techniques and procedures.
- Ability to operate the following: basic computer skills which include Word, Excel, PowerPoint, copy machine, fax and calculator.
- Background working with Native American communities is an advantage.
- Must possess a valid driver's license and be eligible for tribe's insurance.
- Background check to be done within three months of hire by personnel.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.
- Ability to communicate effectively with substance abusers through group/individual discussions.
- Knowledge of personal hygiene and common health practices.
- Skills in supervising others and in organizing and managing the daily operations of the house.

HOW TO APPLY:

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM

Auxiliary aids and services are available upon request to individuals with disabilities

